

Municipal Health Insurance Reform Reporting Requirements Frequently Asked Questions

When is the report due?

By June 30, 2012

Where do you submit your report?

Reports must be submitted electronically to *MunicipalHealth@state.ma.us*.

Who must file this report?

Any and all political subdivisions (city, town, regional school district, or other type of district) must file this report if they did not use the new municipal health reform process M.G.L. c. 32B, Sections 21-23 in the fiscal year 2012 (July 1, 2012 – June 30, 2012) to make changes in health insurance plans.

Who is exempt from filing this report?

Only political subdivisions which completed the reform process laid out in M.G.L. c. 32B, Sections 21-23 and have submitted to Administration & Finance all documentation related to that process are exempt from filing this report.

If you used traditional bargaining in the fiscal year 2012 (July 1, 2011 – June 30, 2012) to reach agreement on changes in health benefits, but didn't use the new reform process M.G.L. c. 32B, Sections 21-23, you fall into Category 1.

You must file a report that includes:

- **A cover letter** that describes the bargaining engaged in (number of unions, health benefit changes proposed, outcome of bargaining, health benefit changes made, savings achieved, and related concessions made).
- **Documentation showing the health insurance plan changes that you adopted through the bargaining process**, the prior plans, the employer and employee contributions to premiums for those plans, and the number of subscribers in each plan.

If you engaged in traditional bargaining talks but did not reach agreement during the fiscal year 2012 (July 1, 2011 – June 30, 2012), to make changes in your health insurance benefits, you fall into Category 2.

You must file a report that includes:

- **A cover letter** that describes the bargaining engaged in (number of unions, health benefit changes proposed, status of bargaining process).
- **Documentation showing the health insurance plans that you currently offer**, the employer and employee contributions to premiums for those plans, and the number of subscribers in each plan.
- **Documentation showing a calculation of the maximum possible savings** available to you if you had made changes using the new reform process M.G.L. c. 32B, Sections 21-23. Go to *mass.gov/anf* for calculation of maximum possible savings.

If you did not take any action during the fiscal year 2012 (July 1, 2011 – June 30, 2012) to make changes in your health insurance benefits, you fall into Category 3.

You must file a report that includes:

- **A cover letter** that describes the reasons for not taking any action on health benefits:
 - For example, negotiations the prior year produced two-year term bargaining agreements that address health insurance, or
 - You reached agreement to make changes in health benefits during the spring of 2011 after the Governor proposed the new reform but before the reform became law.
- **Documentation showing the health insurance plans that you currently offer**, the employer and employee contributions to premiums for those plans, and the number of subscribers in each plan.
- **Documentation showing a calculation of the maximum possible savings** available to you if you had made changes using the new reform process M.G.L. c. 32B, Sections 21-23.

Have more questions about the reporting requirement?

Go to mass.gov/anf or email your questions to MunicipalHealth@state.ma.us.



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fchp.org/muni